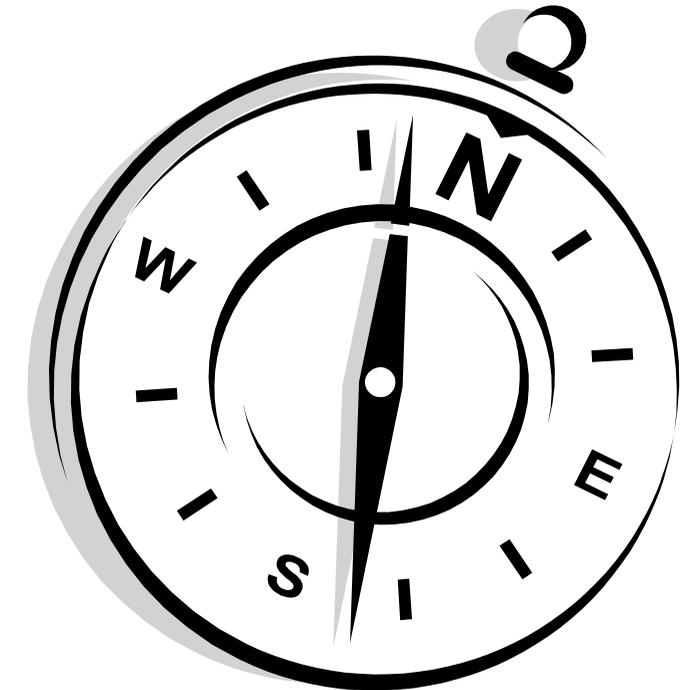


TRAVEL GUIDELINES



RECEIPT REQUIREMENTS:

12 The following receipts (scan original) must be attached to a MyExpense reimbursement report.

- All airline expenses
- All actual lodging expenses
- All rental car expenses
- An agenda, itemized receipt, or other supporting documentation for all registration fees.
- Receipts for gifts provided to a host costing \$25 or more.
- All expenses of \$75 or more.
- Receipts for all extraordinary items, supported by appropriate justification.

INSURANCE:

13 All University employees are covered 24 hours a day, worldwide, against accidental death or dismemberment while on official University business trips. The following rules apply to insurance coverage for rental cars:

- The cost of full collision coverage for rental cars used in Alaska, Hawaii, U.S. possessions (OCNUS), and foreign countries, is allowable.
- On contract rental vehicles used in the continental United States (CONUS), charges for additional insurance are not allowable, including any charges for a collision damage waiver.
- Additional charges for insurance coverage will not be reimbursed if a non-contract agency is used, unless no contract car rental company in the area.

RESOURCES:

14 **Controller's Office Website**
<http://controller.ucsf.edu/>

Policy and Regulations Governing Travel G-28
<http://policy.ucop.edu/doc/3420365/BFB-G-28>

Currency Conversion Website
<http://www.oanda.com/convert/classic>

Foreign per diem Website:
http://aoprals.state.gov/web920/per_diem.asp

Connexus Travel Portal:
<http://controller.ucsf.edu/travel/>

Travel Forms
<http://controller.ucsf.edu/travel/forms.asp>

State Airfare Program
http://controller.ucsf.edu/travel/state_airfare.asp

CONTACTS:

15 For Connexus Inquiries, MyExpense, and AP Inquiries Contact:

CO Solution Center..... COSolutionCenter@ucsf.edu
(415) 476-2126
Fax: (415) 920.2503



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THE FOLLOWING INFORMATION HAS BEEN PROVIDED AS A QUICK REFERENCE GUIDE ON TRAVEL POLICIES. TRAVELERS SHOULD BECOME FAMILIAR WITH ALL POLICIES REGARDING TRAVEL BY REFERRING TO THE **POLICY AND REGULATIONS GOVERNING TRAVEL (G-28)**.

ROLES & RESPONSIBILITIES:

1 Traveler: It is the traveler's responsibility to report his or her actual travel expenses in a timely and ethical manner, in accordance with regulations set forth in Bulletin G-28. In the event of a cancelled trip, the traveler is responsible for canceling any reservations in compliance with the cancellation terms established by the hotel, airline, etc. and must return immediately any cash advance received for the trip.

Approver: In order to ensure that travel is approved in an impartial manner, travelers may not approve the reimbursement of their own travel expenses. In addition, an employee may not approve the travel expenses of an individual to whom he or she reports either directly or indirectly. By online approval workflow, the approver certifies that he or she has reviewed the employee's travel expenses and that the expenses appear to be reasonable and in compliance with UC travel policies. Only employees with delegated approval authority may approve the Expense report.

SUBMISSION OF MYEXPENSE REQUEST:

2 An expense report should be used to account for all travel advances and expenses incurred in connection with official University travel. The expense report should be submitted to the campus Controller's Office **within 45 days** of the end of the trip. The expense report must be submitted by the traveler or, traveler's delegate and authorized approver. Substantiation of expenses must include date and time of trip departure and return, the destination of the trip, the purpose of the trip, and the amount of each expenditure, listed by date and location.

US BANK CORPORATE TRAVEL CARDS:

3 The corporate travel card is available to employees who travel on official University business. Application forms are available at the Controller's Office website. The card should be used to pay for all expenses related to official University business travel, including lodging and subsistence. The card may also be used to obtain cash advances for travel, and any fees associated with the advances are reimbursable by the University. Any transactions that are being charged to the Corporate Travel Card, will be uploaded to MyExpense and will be available for the traveler or his/her delegate to include on your expense report. The cardholder is personally responsible for paying all charges on the Corporate Travel Card and for keeping the card current.

TEMPORARY TRAVEL ADVANCES:

4 Employees who are required to travel for business, and who do not possess a corporate travel card, may request temporary cash advances to cover a reasonable estimate of expenses involved. Requests for temporary advances should be submitted via MyExpense under the "CASH ADVANCE" tab. Dates of travel, purpose of trip, and destination should be listed.

BOOKING TRAVEL:

5 Connexus: The preferred method for booking travel is through the Connexus Travel Portal. Connexus offers the convenience of having a "one-stop shop" for booking air/hotel/car, the flexibility of two travel agencies, and other options such as SWABIZ for Southwest Airline tickets. To request access, simply send an email with your name and employee ID number to COSolutionCenter@ucsf.edu.

State Airfare Travel Program: State of California contract airfares can be used for travel while on official University business. A "State fare" is a discounted airfare for business travelers whose travel expenses are paid by either the State of California or the University of California system. Airfares must be purchased from a designated authorized travel agent who has met the criteria to participate in the State of California's Travel program. UC Travel Center (UCTC) through Connexus is the only designated authorized travel agency for UCSF. All airfares purchased through this program are charged directly to the University and a valid department SpeedType number is required to be provided to the agency at the time of booking.

Vacation Packages: Vacation packages offered through the internet should not be purchased for business related travel. Such packages generally do not provide itemized documentation, and therefore are not reimbursable by the University.

LODGING:

6 Regardless of the length of time for business travel, the traveler must be at least forty miles from the headquarter location or home, whichever is closer, to be reimbursed for an overnight stay.

When a traveler lodges with a friend or relative while on official business for the University, a non-cash gift, such as flowers, groceries, or a restaurant meal, may be provided to the host. The actual cost of such a gift may be reimbursed up to the defined limit (refer to Bulletin G-28). A receipt must be provided for gifts costing \$25 or more.

See G-28 Travel Regulations, Appendix B, Lodging and M&IE Reimbursement Caps for applicable reimbursement methods and maximum rates for domestic and foreign travel.

MEAL & INCIDENTAL EXPENSES:

7 For CONUS travel of more than 24 hours and less than 30 days, the reimbursement of meal and incidental expenses (M&IE) is based on actual costs incurred, subject to the daily maximum reimbursement limit of \$74. For OCONUS & foreign travel destinations, refer to G-28 Travel Regulations, Appendix B, Lodging and M&IE Reimbursement Caps for applicable reimbursement methods and maximum rates. The per diem rate must be reduced for any meals furnished to the traveler without charge

AUTOMOBILE USAGE:

a. University Vehicles

University vehicles may be used only for official University business. The use of privately owned vehicles for University business is generally encouraged.

b. Use of Private Automobile

Reimbursement for mileage at the effective IRS rate will be made to employees using private automobiles. Gasoline, routine repairs, tires, or other automobile expense items are not allowed when a private vehicle is used. Such expenses are included in the mileage reimbursement rate. When two or more persons on University business share a private vehicle, only the driver may claim reimbursement for mileage.

c. Car Rentals

A vehicle may be rented when renting would be more advantageous to the University than other means of commercial transportation, such as using a taxi. Car insurance is automatically included when booking preferred car rental through the Connexus Travel Portal. When renting a vehicle for personal use, please notify the agent at the counter when picking up the car. A vehicle rented from an agency with which the University has an agreement is not covered by insurance when it is for personal use.

DRY CLEANING:

9 Dry cleaning and laundry expenses may be reimbursed for trips in excess of six (6) consecutive business days.

PERSONAL TELEPHONE CALLS:

10 Travelers may be reimbursed for one reasonably brief, non-emergency, personal call home per day while on travel status.

TRAVEL EXTENDED TO SAVE COSTS:

11 Additional expenses associated with travel extended to save costs, e.g., a Saturday night stay for domestic travel, may be reimbursed when the cost of airfare would be less than the cost of airfare had the traveler not extended the trip. Such expenses, which include lodging, car rental, and M&E, shall not exceed the amount the University would have paid had the traveler not extended the trip.